

# **U.S. MISSION TO SRI LANKA AND MALDIVES VACANCY ANNOUNCEMENT**

**(Announcement number: 15/77)**

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The U.S. Mission in Colombo is seeking eligible and qualified applicants for the position of **Computer Assistant** in the Information Management Office.

**OPEN TO:** All Interested Candidates/All Sources  
**POSITION:** Computer Assistant (male/female), FSN-8/FP-6  
**OPENING DATE:** November 25, 2015  
**CLOSING DATE:** December 10, 2015  
**WORK HOURS:** Full-time 40 hours/week  
**SALARY:** Ordinarily Resident (OR): FSN-8: Rs. 1,243,686 p.a.  
Not-Ordinarily Resident (NOR): FP-6: US\$ 45,487 p.a.  
\*Final grade/step for NORs will be determined by Washington

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (SEE APPENDIX A FOR DEFINITION) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

## **BASIC FUNCTION OF POSITION**

Under the supervision of the Systems Manager, manages the Embassy's SBU computer operations and serves as a technical, Local Area Network (LAN) administrative advisor to the Systems Manager, on all computer-related issues. Serves as the primary training specialist for training users in new operating systems, productivity software, Department of State developed software, and mobile device usage, for one-on-one and one-to-many training presentations.

A copy of the complete position description listing all duties and responsibilities is available at (<http://srilanka.usembassy.gov/news/job-opportunities.html> ), and is posted on the Human Resources Bulletin Board. Contact [colombohr@state.gov](mailto:colombohr@state.gov) for further assistance.

## **QUALIFICATIONS REQUIRED**

**All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. Successful completion of three years' of post G.C.E (A/L) studies in Computer Science is required.
2. Must have a minimum of four years' work experience performing progressively more responsible work in the management, administration and utilization of computer systems and networks, PC support programming , hardware and software troubleshooting, training users on Windows workstation and MS Office applications is required.

3. Level IV English Level III Sinhala and/or Tamil (speaking/reading/writing) is required. (Applicants will be tested)
4. Should be able to develop course material for IT Training programs and also be able to explain and present technical information to users.
5. Should possess good technical, troubleshoot diagnose, and customer service skills.
6. Must possess a comprehensive knowledge of IT system management, installing software and hardware, fact finding techniques, programming languages, system analysis and design knowledge of statistical and spreadsheet formulation.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174).
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
American Embassy Colombo  
210, Galle Road  
Email: [ColomboHR@state.gov](mailto:ColomboHR@state.gov)

**CLOSING DATE FOR THIS POSITION:** December 10, 2015

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.